

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Inspection Assistant		ANNOUNCEMENT NUMBER 0248016	DATES: OPENING 12/10/01 CLOSING (Close of business) 01/07/02	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
SERIES 0303	GRADE GG-8/9/10	KNOWA PROMOTION POTENTIAL TO GG-10	AREA OF CONSIDERATION NATIONWIDE <input type="checkbox"/> <input checked="" type="checkbox"/> BARGAINING UNIT WASHINGTON, DC COMMUTING AREA <input checked="" type="checkbox"/> FULL-TIME REGION COMMUTING AREA <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input checked="" type="checkbox"/> OTHER NRC HQ <input checked="" type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING TYPE OF POSITION NONBARGAINING UNIT PART-TIME TEMPORARY APPOINTMENT NOT TO EXCEED	
ORGANIZATION LOCATION Office of Nuc Material Safety & Sfgds Div of Fuel Cycle Safety & Safeguards Sfty & Sfgds Support Br/Inspection Section				
DUTY LOCATION Rockville, MD	TRAVEL REQUIREMENTS Occasional	NAME OF IMMEDIATE SUPERVISOR Walt Schwink		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SH-7 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME.
2. AN NRC FORM 115 VACANCY APPLICATION STATUS NOTICE (NRC applicants only).
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **OF-612, Rating Factors**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Serve as Inspection Assistant in the Inspection Section and assists in planning, coordinating, implementing, monitoring, assessing and modifying NRC's safety and safeguards inspection program for fuel cycle facilities. Provides support initiating, coordinating, reviewing and finalizing documents related to and communications concerning non-technical inspection and enforcement actions pertaining to NRC regulated fuel cycle licensees.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

Specialized experience is experience that has equipped the candidate with the necessary knowledge, skills, and abilities to perform the duties of the position.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Knowledge of the regulations, policies, and procedures applicable to the administrative and procedural aspects of the inspection program.

(EXAMPLE: Describe specific training and experience that demonstrates your ability to administratively review, edit, and process all documents

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FOR ADDITIONAL INFORMATION CONTACT Nancy Tucci		E-Mail: NCT1		Mail Stop: T-2 D32		TELEPHONE	AREA CODE 301	NUMBER 415-7009
SEND APPLICATION MATERIALS TO:								
<input checked="" type="checkbox"/> Human Resources Recruiting & Operations Office of Human Resources	Region I Personnel Officer	Region II Personnel Officer	Region III Personnel Officer	Region IV Personnel Officer				
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Attentale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011				

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(Continuation)

		PAGE	OF
ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0248016	12/10/01	01/07/02	

RATING FACTORS - CONTINUED

associated with the inspection process in accordance with applicable regulations, policies, and procedures. Provides examples of work assignments that required you to have a familiarity with technical and/or legal terminology.)

2. Ability to manage the administrative and procedural aspects of a program.

(EXAMPLE: Describe specific training and experience that demonstrates your ability to manage the administrative and procedural aspects of a program. Provide examples of work assignments that required you to take a lead role in managing a program or project or the aspects thereof.)

3. Ability to identify issues and problems and offer alternatives and solutions.

(EXAMPLE: Describe specific training, education, and experience that demonstrates your ability to identify issues requiring attention and recommend possible solutions. Provide examples of work assignments which required you to identify discrepancies and correct them. Explain how you identify issues and problems and what factors you consider in resolving them.)

4. Demonstrated ability to communicate effectively both orally and in writing.

(EXAMPLE: Describe specific training, education, and experience that demonstrates your ability to present information, ideas, and recommendations in a clear, concise, and logical manner both orally and in writing. Describe the types of material you've written and their purpose. With whom do you verbally communicate and for what purpose?)

5. Ability to interact effectively with all levels of staff and management, personnel of other Federal agencies, and the general public.

(EXAMPLE: Describe specific training, education, and experience that demonstrates your ability to deal effectively with a variety of persons using tact and diplomacy. Provide examples of work assignments that required you to coordinate and resolve issues with persons outside of your immediate work area. Discuss your ability to establish effective working relationships with persons inside and outside your immediate organization.)

REASONABLE ACCOMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

CONTINUED ON NEXT PAGE

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(Continuation)

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RATING FACTORS - CONTINUED

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.